

SPECIFICATION SHEET

DATE : September 1, 2011

FORM NUMBER : #1623 R1

QUANTITY : 8,000 (Maximum overrun or underrun = 2%)

STOCK : 11 pt. 150# Manila stock with top left hand cut

INK : Red: printed front cover only.

SIZE : Square folder design (except for top tab)
Folder Open: 18 – ½” (includes ½ top tab) x 11 – ½”
Folder Close/Front Cover: 9 x 11 – ½”
Folder Closed/Back Cover: 9 – ½” x 11 – ½”

CONSTRUCTION : The folder is to be standard letter size manila folder. All tabs to be 3rd cut, left Hand side. File number should be printed in **bold** black ink on top tab. Folders are to be scored at the bottom – from point of closed folder. Three additional scores to be 1/4” apart on the front (1st) cover. Theses files will be inserted in the regular PA files and should have the case numbers printed in black ink on the tab with the year and case type in red ink. Ex: 12PA _____

FRONT OF FILE: The files should be labeled: “CONFIDENTIAL
PRE-JUDGMENT
DOCUMENTS ENCLOSED”
****The printing on the front of the file is to be printed in **RED** ink centered from the cut, ½ in from the top of the opening. ****

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COLOR CODED NUMBERS : Starting number 12 PA 000001 – 12 PA 008000
Black Ink.

DELIVERY : In two installments first half delivered by December 01, 2011 and the remainder By June 01, 2012. We want files delivered directly to supply Rooms in G9 and on shelves.

PRINTED NUMBERS : Printed numbers starting number 12 PA 000001
black ink, upper left-hand corner of file folder. Zero-fill all numbers with printed characters.

PACKAGE : 100 pre-folded files per package in numerical order. Label each package with form number, numerical range of contents and sequentially label each package for proper usage.

PROOF : Proof must be submitted prior to printing. Paper weight, color and number Must be same as sample submitted with bid. Send proof and paper sample to:

CCF – SOUTH/GRAPHICS
8885 S. 68TH STREET
FRANKLIN, WI 53132

CAMERA COPY : Camera copy will be furnished to successful bidder. **CAMERA COPY MUST BE**

MILWAUKEE COUNTY
PROCUREMENT DIVISION

SPECIFICATION NO.: 200.38606

EFFECTIVE DATE: 9/16/11

RETURNED. In addition to returning the camera copy, ten samples of the completed printed. Numbered folders must be sent to **FORMS CONTROL** (above address)

FORM NUMBER CONT. #1623 R1

CONSTRUCTION
SAMPLE : MUST BE SUBMITTED WITH BID.

NOTE: PAYMENT TO VENDOR WILL NOT BE MADE UNTIL VENDOR, AS SPECIFIED ABOVE AS SUBMITTED THE CAMERA COPY WITH TEN SAMPLES OF THE COMPLETED PRINT FORM.

FIRST ½ OF FOLDER ORDER IS TO BE RECEIVED BY THE CLERK OF COURTS (CIVIL DIVISION) BY DECEMBER 1, 2011, WITH REMAINING ½ FOLDERS TO BE DELIVERED JUNE 1, 2012. DELIVERED DIRECTLY TO THE SUPPLY ROOM IN G9 AND STOCK ON THE SHELVES.